

	<b>NORTHWEST OHIO JUVENILE DETENTION CENTER POLICY AND PROCEDURES</b>	
	<b><u>Job Description:</u></b>  <i>Superintendent of Detention</i>	<b>APPROVED BY:</b> SUPERINTENDENT of DETENTION
	<b>DATE OF ISSUE:</b> July 12, 2005	<b>REVISED DATE:</b> January 12, 2016

**JOB DESCRIPTION: SUPERINTENDENT OF DETENTION**

**OVERALL PURPOSE AND OBJECTIVE**

Oversees work distribution to assigned supervisors. Issues written and verbal commands, instructions, and recommendations to personnel that are consistent with the Northwest Ohio Juvenile Detention Center’s policy and procedures. Performs duties of personnel functions to include applicant processing, interviewing, employee evaluations, promotions, and human resources related functions. Develops the annual Detention Center budget. Corrects employees by identifying substandard performance or conduct. Conducts inspections of personnel, facilities, equipment, supplies and vehicles.

**MAJOR RESPONSIBILITIES**

1. Planning, organizing, directing and monitoring the operations of the Juvenile Detention Center.
2. Providing leadership, administrative oversight, analysis and overall fiscal management of the agency budget allocated to the facility.
3. Providing direct supervision of maintenance of the facility and grounds, training of staff, and contracted services to include: medical, laundry, and food service.
4. Maintaining a competent work force through the proper selection, training, evaluation, motivation, and discipline of staff.
5. Ensuring compliance to the Detention Center policies, procedures, practices and standards.
6. Developing policy and procedures in accordance with the Ohio Department of Youth Services, American Corrections Association and other governing agencies.
7. Monitoring, reviewing, recommending, and reporting expenditures of the Northwest Ohio Juvenile Detention Center operational budget to the Northwest Ohio Juvenile Detention, Training, and Rehabilitation District Board of Trustees.
8. Supervision and implementation of security and program operations consistent with the facility’s mission.
9. Reviewing and approving recommendations on employee salaries, scheduling, overtime, performance evaluations, and disciplinary action(s).
10. Preparing, developing and presenting the various reports to include the annual report.
11. Representing the Northwest Ohio Juvenile Detention, Training and Rehabilitation District Board of Trustees in public relations and other activities on departmental matters.
12. Other duties or tasks as assigned by the Northwest Ohio Juvenile Detention, Training and Rehabilitation District Board.

## **MINIMUM QUALIFICATIONS**

A Bachelor's Degree in an appropriate discipline; 2 years of related administrative experience; and demonstrated administrative ability and leadership. The degree requirements may be satisfied by completion of a career development program that includes work related experience, training, or college credits at a level of achievement equivalent to a Bachelor's Degree.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Ability to communicate effectively, both orally and in writing.
2. Knowledge of Federal and State regulations and Civil Service Laws.
3. Knowledge of counseling and case management skills.
4. Ability to recognize unusual or threatening conditions and take appropriate action to stabilize the situation.
5. Ability to review and critique programming to ensure quality and effectiveness.
6. Ability to define problems, collect data, establish facts and draw valid conclusions.
7. Must have expert knowledge of correctional facility operations.
8. Must have knowledge of personnel management, budget management, standards for juvenile confinement and programs to manage and treat a juvenile offender population.

## **WORKING CONDITIONS**

This position should be prepared to deal with emotionally disturbed and/or violent children. You must also be aware of crisis prevention and be familiar with restraint. The threat to physically restrain violent youth, who could pose harm to themselves or others, exists at all times. Work involves an exposure to personal danger and psychological stress. The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **PHYSICAL DEMANDS**

The following physical demands would exist in the every day duties of this position: Standing, walking, sitting, lifting and/or carrying up to 75 pounds, pushing and/or pulling in physical restraint; reaching to retain objects in high places; stooping and/or kneeling to search or check under chairs, tables, etc (for contraband); speaking and hearing in order to communicate with the juveniles; and sight in order to maintain security of the facility and juveniles.

## **CONFIDENTIALITY**

This position has access to juvenile criminal records, social histories, school records, psychological evaluations, psychiatric evaluations, personnel records and criminal histories, etc.

### **ACKNOWLEDGEMENT**

The final applicant selected for this position may be required to submit to urinalysis prior to being hired to test for illegal drug use. The Detention Center will decline to extend a final offer of employment to any applicant with a verified positive test result. Applicant must also be able to pass a background check (criminal history).

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee. This job description does constitute an employment agreement or contract between the employer and applicant and is subject to change by the employer as its needs change.